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MEMORANDUM TO: Time and Attendance Clerks

FROM : Acting Comptroller

SUBJECT : Preparation of Time and Attendance Reports and
Maintenance of Leave Records on a Decentralized Basis

1. The attached instructions covering the above subject set forth the present requirements pertaining to leave and overtime and a proposed procedure to be followed for a trial period in maintaining Time and Attendance Reports on a decentralized basis.
2. The purpose of the decentralized leave system is to provide current information relative to leave balances of individual employees in the office to which the employees are assigned and to the extent feasible reduce the overall cost to the Agency in maintaining leave records. The trial installation of the decentralized leave system is made to ascertain the workload being placed on time and attendance clerks under the system as compared to that under the centralized leave procedure now in effect.
3. In order to determine whether or not this system should be formally installed throughout the Agency for employees of the vouchered payroll, the time and attendance clerks during this trial period should keep account of the time required by them to process the Time and Attendance Reports under their jurisdiction. In this connection a separate estimate is requested covering the time required at the end of the payroll period to compute the cumulative leave balances on the current period reports and carry forward such balances to the reports for the succeeding pay period.
4. It is recommended, where feasible, that each time and attendance clerk be made responsible for the processing of Time and Attendance Reports for not more than 30 employees.
5. Individual problems and/or assistance needed in using the attached instructions should be brought to the attention of the Technical Accounting Staff, Office of the Comptroller, Extension

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Instructions Covering Preparation and Maintenance of Time and Attendance Reports and Leave Records on a Decentralized Basis

Purpose and Scope

These instructions cover the procedure to be used in the preparation and maintenance of time and attendance reports and leave records for personnel on the overt payroll of the Washington office.

General

These instructions set forth the responsibilities of the administrative offices at which levels the time and attendance reports and leave records will be maintained.

A. Distribution of Instructions

The Comptroller's office will make distribution of these instructions to all administrative officers and time and attendance clerks.

B. Review of Procedures

Periodic review shall be made by the Payroll Branch, Fiscal Division, of the time and attendance reporting procedures followed by the reporting offices to assure compliance with the prescribed procedures.

C. Designation of Time and Attendance Clerks

The officials authorized to grant leave generally may designate clerical employees under their supervision as time and attendance clerks who shall be responsible for the preparation, maintenance and certification of the time and attendance reports.

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It is recommended, where feasible, that each time and attendance clerk will not be responsible for the preparation and maintenance of time and attendance reports for more than 30 employees.

D. Sample Forms

The attached samples of Time and Attendance Report and Payroll Change Slip - Form No. 34-42 - July 1953 are provided for use with these instructions. Each item is numbered for purposes of reference.

E. Leave and Time Balances at Effective Date of This Procedure

Each administrative office will be furnished a listing of the leave and time balances on each employee by the Payroll Branch at the time these instructions become effective. This information will be inserted on the initial Time and Attendance Report by the time and attendance clerk.

1. Balances of sick and annual leave (to be inserted in item 6 (a)).
2. Balance of compensatory time (to be inserted in item 14 (a)).
3. L. W. O. P. total for leave year to end of prior period (to be inserted in item 18).

F. Accumulation of Annual Leave

Employees, having an accumulation at the beginning of the leave year of less than 30 days, may carry over at the end of the leave year such leave accruals as to bring their accumulation up to 30 days.

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G. Annual Leave Subject to Forfeit as of Close of Leave Year

Employees with 30 or more days accumulation at the beginning of the leave year will be required to use each leave year's accrual prior to the close of the leave year or the unused portion of such accrual as of the close of the leave year will be forfeited. If these employees in any year take in excess of their yearly leave accrual, the ceiling for leave accumulation is thereby reduced to the maximum to their credit as of the close of the leave year or 30 days, whichever is the lesser. If the leave balance is reduced at the close of the leave year to less than 30 days, the employee shall be governed by the above paragraph.

H. Lump Sum Leave Payments

The lump sum payment for annual leave, when an employee resigns, shall not exceed compensation for any period of such leave in excess of 30 days or the number of days carried over to his credit at the beginning of the leave year in which entitlement to payment occurs, whichever is greater.

I. Annual Leave Accruals

Under the graduated leave system, effective 6 January 1952, annual leave accruals are based on years of creditable service. No annual leave will accrue for fractional pay periods occurring at the beginning or end of employment. The rates of accruals per pay period are as follows:

(1) Full Time Employees

(a) four hours for each full biweekly pay period in

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the case of employees with less than three years service.

- (b) six hours for each full biweekly pay period (except that the accrual for the last full biweekly pay period in the year shall be 10 hours) in the case of employees with three but less than fifteen years of service, and
 - (c) eight hours for each full biweekly pay period in the case of employees with fifteen years or more of service.
 - (d) Employees shall be entitled to annual leave only after having been employed currently under the same leave system as applies to employment with this Agency for a continuous period of ninety days under one or more appointments without a break in service.
 - (e) Any change in the rate of accrual of annual leave by an employee shall take effect as of the beginning of the pay period following completion of the required period of service.
- (2) Part-Time and When Actually Employed Employees
- Employees for whom there has been properly established in advance a regular tour of duty of one or more days during each administrative workweek shall earn leave as follows:
- (a) Employees with less than three years of service shall be credited with one hour of annual leave for each twenty hours in pay status.

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- (b) Employees with three but less than fifteen years of service shall be credited with one hour of annual leave for each thirteen hours in a pay status.
- (c) Employees with fifteen years or more of service shall be credited with one hour of annual leave for each ten hours in a pay status.

J. Sick Leave Accruals

Sick leave accruals unlike annual leave accruals are not based on years of creditable service. Sick leave which is not used during a leave^{year} in which it accrues may be accumulated without limitation. No sick leave will accrue for fractional pay periods occurring at the beginning or end of employment. The rates of accruals per pay period are as follows:

- (a) Full-time employees are entitled to sick leave with pay, which shall accrue on the basis of four hours for each full biweekly pay period.
- (b) Part-time and "When Actually Employed" employees for whom there has been properly established in advance a regular tour of duty of one or more days during each administrative workweek, are entitled to sick leave with pay, which shall accrue on the basis of one hour for each twenty hours in a pay status.

K. Advances of Annual and Sick Leave

Granting annual or sick leave in excess of balance available requires written request from employee, recommendation by supervisor and approval by the Personnel Division. This documentation will be attached to the applicable Time and Attendance Report.

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L. Approval of Overtime

Within the continental United States, approval must be obtained from the Comptroller or his designee for all work ordered in excess of the normal official working hours (and Sundays and holiday staff duty) established for the Agency.

Outside the continental limits of the United States overtime must be approved by Chiefs of Missions or Bureaus, or their deputies.

Overtime, whether to be liquidated by payment or compensatory time, will be requested by means of Form No. 32-3 "Request for Approval of Overtime", sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.

M. Overtime and Compensatory Leave

- (1) Election by the per annum employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section. Once an election has been made and approved it may not be changed.
- (2) Overtime work shall be authorized and approved for whole hours. Payment will be computed for each whole hour of work and leave in lieu of overtime compensation will be recorded for each whole hour of work.
- (3) No officer or employee shall be paid, with respect to any pay period, basic salary plus additional

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compensation at a rate in excess of \$10,330 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee would not be entitled to overtime compensation.

- (4) Administrative controls governing compensatory leave will be established by each office head based on policies stated below:
 - (a) It must be taken within two pay periods immediately following the period in which earned, or forfeiture will result.
 - (b) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave earned.
 - (c) An adequate check system will be established to ensure that overtime was actually worked.

N. Leave Without Pay

Whenever the leave without pay to the end of the current pay period as shown in item 19 totals 80 hours in any one leave year for a full time employee, a reduction in sick and annual leave credits for the pay period will be made in the same amount that the leave is accrued. Each subsequent accumulation of 80 hours of "AWOL" and "LWOP" within the leave year for a full time employee will necessitate additional reductions in leave credits. Each reduction in leave credits will be shown on the last day of the pay period under items 12 c. and 12 d., and appropriate notation will be made in

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item 8 of the report indicating the reason for these reductions. Such non-crediting of leave will not be necessary for temporary employees.

Responsibilities

Each administrative office will be responsible for the maintenance of the Time and Attendance section of Form No. 34-42 - July 1953.

The Fiscal Division, Office of the Comptroller, is responsible for completing items 1 through 5, except item 4 (a), and for inserting under item 8 the annual leave accumulation at the end of the last leave year, and the "Entered on Duty" Date of a new employee. The above recordation will be accomplished through the Machine Records Branch, General Services Office. It will be the responsibility of the time and attendance clerk to ascertain whether an individual entered on duty with this Agency without a break in service. If no break in service, such remark must appear under the "Entered on Duty Date" in item 8 until a leave transcript is received to verify the accuracy of this statement. The audit of the report will be performed by the Fiscal Division.

Procedure

A. Preparation

The Fiscal Division will furnish each administrative office with the Time and Attendance Report and Payroll Change Slip forms for the employees under the jurisdiction of such office. Such distribution for the subsequent pay period will be made on the last Thursday or Friday of the current pay period.

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Time and leave are to be reported in units of whole hours.

All items must be recorded in ink or indelible pencil. Any erasure or correction must be initialed by the employee.

At the end of the current pay period the Time and Attendance Clerk will insert on the Time and Attendance Report for the subsequent pay period the following information:

- Item 4 (a) Insert the rate of annual leave accrual for the pay period.
- Item 6 (a) Insert the balances shown in item 15 for the prior pay period.
- Item 6 (b) Insert the accruals for both annual and sick leave for the pay period.
- Item 6 (c) Insert the total of items 6 (a) and 6 (b).

See Sample "A" attached for illustration of how items mentioned above will be inserted.

When an employee is on leave without pay the last work day of a pay period and his annual leave accrual for that pay period plus previously accrued annual leave to his credit would not provide sufficient leave to place the employee in a full 80 hour pay status, then the accruals for annual and sick leave for that pay period in which the leave without pay occurred will be credited to the employee but will not be available for use by the employee in this pay period. See Sample "B" attached for illustrative purposes.

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If the employee has worked sufficient overtime (in the same week that the leave without pay occurred) which can be converted to regular time to complete a full 80 hours pay status, then the accruals for that period will be credited to the employee. See Sample "B" attached for illustrative purposes.

No annual leave accrual will be given to employees with less than 90 calendar days of service with offices or divisions on the overt payroll, except that an employee who transfers from covert funds or other Government agencies without a break in service may take up to ten actual working days of sick and/or annual leave until such time as the leave transcript is received, by submitting a statement that he has a sufficient amount of leave available and the name of the Division or other Government agency, with address, from which the leave will be transferred. This statement will be attached to the Time and Attendance Report on which the leave is reported. See Sample "C" attached for illustrative purposes.

Item 14 (a) Insert the balance shown in item 14 (f) for prior pay period. See Sample "A" attached for illustration.

Item 18 Insert the balance shown in item 19 for prior pay period.

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Item 20 Insert the telephone number of the office where report is maintained. See Sample "D" attached for illustrations of items 18 and 20.

B. Recording Time Worked and Time Absent

During the pay period appropriate daily entries will be made in accordance with the following:

Item 7 Insert the regular duty hours of employee when duty hours are other than 0830 to 1700. See Sample "E" attached for illustration.

Item 8 Insert any additional remarks pertinent to the reporting period.

Item 9 Insert the hours of duty when duty hours change from those shown in item 7.

Item 10 (a) If hours worked are greater or less than 8, cross through the printed figure 8 and insert actual hours worked.

(b) Insert the actual number of hours worked between 1800 and 0600, during a regularly scheduled tour of duty.

* (c) Insert the number of hours of approved overtime worked. Overtime worked in the same week that leave without pay occurs will be converted to regular time, inasmuch as compensation for overtime will not be paid unless the employee works in excess of 40 hours in any work week. This must be cross referenced and explained in item 8.

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- * (d) Insert the number of hours of approved Holiday work.
- * (e) Insert the number of hours of approved overtime worked for which compensatory time off will be taken.
- (f) Insert the number of hours of any other type of duty hours, such as extended travel when official headquarters are being changed to or from overseas with proper explanation under item 8.

* NOTE: For (c), (d), and (e), where the tour of duty exceeds 4 hours, there must be established an additional 1/2 hour lunch period with the following exception. On days not included in the regular tour of duty there shall be established an additional 1/2 hour lunch period when the tour of duty exceeds 6 hours. Inclusive hours worked must be shown. See Sample "B" attached for illustration of items 8 through 10.

Item 11 Insert the hours absent from tour of duty, for example an employee whose tour of duty is from 0830 to 1700, taking leave on Tuesday would be recorded as out at 1700 on Monday and in at 0830 on Wednesday.

Item 12 (a) Entries in this column will be properly explained under item 8 with a signed statement from the employee's supervisor as to the reasons why the employee is being recorded as AWOL.

(b) Number of hours of leave without pay taken.
See Sample "B" attached for illustrations of items 12 (a) and 12 (b)

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(c) Number of hours of sick leave taken. When an employee is absent for a period of more than three consecutive work days because of illness, he must file a Doctor's Certificate or other evidence administratively acceptable. This documentation will be attached to the applicable Time and Attendance Report. In instances where the documentation has not been received a notation will be made in item 8 that such documentation is forthcoming and must be submitted within 3 days after the employee returns to duty.

- * (d) Number of hours of annual leave taken.
- (e) Number of hours of official leave with pay taken. (i.e. Voting, Jury Duty, Military Leave, Compensatory Time, etc.). Indicate type of leave in item 8. Compensatory time forfeited will be shown in this item with proper explanation in item 8. See Sample "A" attached for illustration of items 12 (c), 12 (d) and 12 (e).

* NOTE: At the end of the leave year (end of the last pay period in the calendar year) the time and attendance clerk will reduce the number of hours of annual leave to an employee's credit to the maximum which is authorized to be carried forward. This shall be accomplished by inserting in item 12 (d), opposite the last Saturday of the pay period, the number of hours of annual leave to the employee's

credit in excess of the maximum which may be carried forward. An asterisk shall be placed beside this entry and an appropriate explanation to the deduction made in item 8. See Sample "E" attached for illustration.

Item 21 All leave taken during the pay period will be initialed for by the employee taking the leave or S. F. No. 71 "Application for Leave" will accompany applicable Time and Attendance Report. See Samples "A" and "B" attached for illustration.

C. Completion On the last work day of the pay period the report will be completed as follows:

Item 13 Enter totals for each of the columns under items 10 and 12 except in item 10 (a) when the employee has worked 80 hours; in this instance the total is stated on the form.

Item 14 (b) Enter total of item 10 (e).

Item 14 (c) Insert total of items 14 (a) and 14 (b).

Item 14 (d) Enter total of compensatory time taken and/or forfeited and recorded in item 12 (e).

Item 14 (e) This line will not be used.

Item 14 (f) Insert balance of item 14 (c) less item 14 (d).

Item 15 Enter in the "sick" and "annual" columns of item 15 the leave balances at the close of the pay period, computed by deducting from the "sick" and "annual" amounts shown in item 6 (c) the respective amounts of "sick" and "annual" leave used as totaled on item 13. Leave taken by

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full-time employees in excess of the number of hours available during the pay period, and which has been approved as advanced leave, will be reflected in the leave balance at the close of the pay period as a "minus" number of hours by circling the number of hours representing the "minus" balance. It will be so carried forward on the reports until such advanced leave is liquidated by leave accruals.

Item 19 Item 18 plus the pay period total of columns "AWOL" and "LWOP" in item 13. "W.O.P" totals will not be carried forward to the succeeding leave year.

Item 16 Signature of supervisor or timekeeper. Each supervisor or timekeeper may sign his own report. Prior to release of the current report, prepare report for the subsequent pay period as outlined under the heading "Preparation".

See Samples "A", "B" and "D" attached for illustration if items mentioned in the above section.

D. Disposition

These forms must be received by the Payroll Branch of the Fiscal Division not later than 1600 Monday the first day of the following pay period and should be in alphabetical order by the allotment number which is preprinted on the report. In instances where the Payroll Branch does not receive a Time and Attendance Report for an employee by the above specified time, the employee will be placed in a leave without pay status by the Payroll Branch.

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E. New Employees

When a new employee enters on duty a Time and Attendance Report form will be typed by the Time and Attendance Clerk in the following manner:

- Item 1 Insert the employee's first name, middle initial and last name.
- Item 3 Insert the inclusive dates of current pay period.
- Item 4 A tentative annual leave accrual category will be obtained verbally from the employee. Item 4 will not be used at this time. This item will be preprinted on subsequent Time and Attendance Reports after receipt of documentary support from the Personnel Division, through the Payroll Branch, by the Machine Records Branch, Office of General Services. The other items on the form will be completed as outlined in sub-section B. and C. of this procedure.

F. Resignations

When an employee resigns, his Time and Attendance Report will be completed through the last day of duty and the supervisor will note in item 8 the date of resignation. If the resignation of an employee is effective during a pay period the days remaining in the pay period under item 10 and 12 will be crossed through and the totals for the portion of the pay period that has elapsed will be inserted in item 13. The time and attendance clerk will then complete the report as outlined in sub-section C. of this

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procedure. The Time and Attendance Report must accompany the individual when clearing through payroll in order to verify final figures for payment of lump-sum leave.

Transfers of employees to unvouchered funds will be handled in the same manner as above with a notation in item 8 that the employee is being transferred to unvouchered funds.

G. Transfers, Reassignments and Details Within CIA

When an employee is officially transferred, reassigned, or detailed for an extended period to another position within CIA, his Time and Attendance Report will be completed through the last day of duty in the transferring section and the supervisor will certify in item 8 to the correctness of the report through such date. The report will then be submitted to the employing section for recording of time and leave during the remainder of the pay period. If the transfer, reassignment or detail is effective at the beginning of the pay period, the report will be forwarded to the employing section by the transferring section after inserting the information required under sub-section A. of this procedure. The Time and Attendance Report must be submitted to the employing section each pay period until Standard Form 50 (Notification of Personnel Action) is received in the Payroll Branch, Fiscal Division.

H. Leave Transcripts

Leave to be recredited to employees due to transfers from unvouchered funds and other Government agencies will be

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furnished by the Payroll Branch, Fiscal Division to the time and attendance clerk upon receipt of transcripts from the Personnel Division.

I. Employees Assigned on Temporary Duty Away From Permanent Station

When employees are in a TDY status away from their permanent station the Time and Attendance Report will continue to be maintained by the time and attendance clerk.

Effective Date

These instructions will become effective for a particular Office, Division or Section on the date that the decentralization for the recording of leave to the Office, Division, or Section takes effect.